



**Commission on Forensic Science
Standards and Certifications Advisor Committee (SAC)
MINUTES**

April 9th, 2018

Immediately following the Commission on Forensic Science's Meeting (~ 11:43 AM – 12:06 PM)
200 S. Adams Street, Wilmington DE

Voting Committee Members Present:

Jamie Armstrong, CODIS Administrator, DFS
Johna Esposito, Quality Assurance Manager, DFS
Dr. Krystal Hans, Assistant Professor, Department of Biological Sciences, DSU
Susan Wilgus, Forensic Nurse, Public Defender Office

Voting Committee Members Absent:

Robyn Quinn, Laboratory Manager II - FES

Agenda:

1. Welcome, Call to Order-Johna Esposito
2. Review and Approval of Minutes from February 12th, 2018 – Krystal moves, all approve.
3. Discussions of information gathered since last meeting, what more is needed, and how to bring it together into a report for commission:
 - a. SMV Tiered system for DFS Lab Managers from ARQ and JCBE
 - i. No further progress made as far as information gathered. Wrote up the general idea and included in draft report.
 - b. Salary comparison data for nearby labs from JFA and KH
 - i. Salary information for Min, Max, Average, and with various years of experience is now included. These averages come from various places. Some came from the agency's website and others came from Indeed or Glassdoor (but focusing in on the area noted).
 - c. Preliminary Report to Commission from JCBE (see attached preliminary report)
 - i. A draft report to commission is being reviewed
 - ii. Next commission is proposed for June 11th and we hope to have this report ready to present there. (With the thought that we would disseminate to commission prior to the meeting and then go over it briefly and have time for feedback.)
 - iii. Add a timeline figure for people to leave. Gather some real information on how long it takes to fill a position and actually do casework.
 - iv. Questions for Commission:

1. Inquire about the salary survey proposed in the governor's budget . . . does that overlap with what we are doing and where will our findings fit in?
 - v. All in agreement that we should add a timeline and then present at the next commission meeting.
4. Adjourn – All in favor.